



# HOWARD COUNTY OFFICE OF PROCUREMENT AND CONTRACT ADMINISTRATION

## **OUR MISSION**

*Our Office provides centralized procurement services on behalf of all County departments, with integrity and transparency, through innovative and cost-effective best practices. We promote responsible stewardship of County resources and ethical use of taxpayer dollars, encourage participation from diverse and local businesses, and foster broad competition through a fair and open process to obtain the highest quality goods and services that best meet departmental needs.*

## **OUR VISION**

*The Office of Procurement and Contract Administration shall foster a diverse workforce and vendor community, motivated by integrity and teamwork, to procure goods and services that increase operational readiness, embody innovative technology, enhance mission performance and drive efficiency and effectiveness.*



## **OUTSTANDING AGENCY ACCREDITATION**

### **ACHIEVEMENT AWARD (OA4)**

*The Office of Procurement and Contract Administration holds re-accreditation from the National Institute of Governmental Purchasing, Inc. through June 2021. Accreditation requires the Office of Purchasing to evaluate its performance in areas such as authority, cooperative purchasing, audit, property management, standardization, automation and e-commerce every three years.*



### **ACHIEVEMENT OF EXCELLENCE IN PURCHASING**

*As part of the ongoing accreditation process, the Office of Procurement and Contract Administration was again awarded the National Procurement Institute's Achievement of Excellence in Procurement award for the twelfth consecutive year by the National Procurement Institute (NPI). The award is earned by demonstrating excellence in innovation, professionalism, productivity, e-procurement and leadership attributes of the procurement organization.*

- **PROCUREMENT PROCESS**
- **VENDOR REGISTRATION**
- **EQUAL BUSINESS OPPORTUNITY (EBO) PROGRAM**
- **LOCAL BUSINESS INITIATIVE**
- **VETERAN-OWNED BUSINESS ENTERPRISE PROGRAM**

# PROCUREMENT PROCESS

# HOW WE DO BUSINESS

- Maximize Competition
- Award to Lowest Responsive and Responsible Bidder on Competitive Sealed Bids
- Award to Best Value on Competitive Sealed Proposals
- Transparency in Public Procurement

# WHO WE BUY FOR

- COUNTY ADMINISTRATION
- COMMUNITY RESOURCES & SERVICES
- TECHNOLOGY & COMMUNICATIONS
- FINANCE
- FIRE & RESCUE
- POLICE
- INSPECTION LICENSES & PERMITS
- PLANNING AND ZONING
- PUBLIC WORKS
- HEALTH
- OFFICE OF LAW
- CORRECTIONS
- RECREATION & PARKS
- BOARD OF ELECTIONS

# WHAT WE BUY

- GOODS
- SERVICES
- PROFESSIONAL SERVICES
- CONSTRUCTION (CAPITAL PROJECTS)

# BID THRESHOLDS

- Small Purchases - up to \$10,000
- Informal Bids - Between \$10,001 and \$29,999
- Formal Bids - \$30,000 and above



# PROCUREMENT METHODS

- \$10,000 or less

User agencies make direct purchases using procurement cards

- Between \$10,001 and \$29,999

Informal Request for Quotes

- \$30,000 and over

Competitive Sealed Bids/Formal Invitation for Bid (IFB)

Competitive Sealed Proposals/Formal Request for Proposals (RFP)

- Any Dollar Value

Cooperative Procurement (Piggyback)

# VENDOR REGISTRATION



*Want to get notified about  
solicitations in your field?*

**REGISTER AS A VENDOR  
IN PLANETBIDS**

# WEB-BASED PROCUREMENT SYSTEM

- The County has transitioned to a web-based procurement system hosted by PlanetBids (PB System)
- Provided at no cost to all interested businesses
- The PB System allows suppliers to self-register online and to receive automated email notifications of solicitations for goods and services pertinent to their business

# WEB-BASED PROCUREMENT SYSTEM

- The PB System allows registered suppliers to download bid documents, receive addenda, submit electronic bids, and view bid results
- Both formal and informal solicitations may be conducted through this system

# EQUAL BUSINESS OPPORTUNITY (EBO) PROGRAM

# EQUAL BUSINESS OPPORTUNITY (EBO) PROGRAM

*Howard County Government encourages increased participation by Minority business Enterprises (MBE), Women-owned Business Enterprises (WBE) and Disabled Business Enterprises (DBE) in the procurement of all goods and services through all solicitations by the County through its Equal Business Opportunity (EBO) Program.*

*The Office of Procurement and Contract Administration's commitment and policy is to assure all persons an equal opportunity to participate in the procurement of all commodities and services.*



# EQUAL BUSINESS OPPORTUNITY GOALS

- Award 20% of the County's total amount of all contracts directly to EBO firms every fiscal year. This includes construction, architectural and engineering services, and other procurements for goods and services.
- When the contract value is \$50,000 or more, the prime contractors will subcontract at least 15% to EBO firms as subcontractors or suppliers.



# EQUAL BUSINESS OPPORTUNITY GOALS

- Certified Minority business Enterprises (MBE), Women-owned Business Enterprises (WBE) and Disabled Business Enterprises (DBE) prime contractors can count 100% of the work they self-perform on contracts with EBO subcontracting goals.

# EQUAL BUSINESS OPPORTUNITY GOALS

The County will obtain its EBO participation goals primarily through two mechanisms:

- By encouraging EBO firms to respond directly to County solicitations for Goods and Services.
- By encouraging Prime Contractors to include EBO firms as sub-contractors, sub-consultants and/or suppliers.

# EBO PARTICIPATION

- Contractors must make a genuine good faith effort to find EBO participation
- Documentation of efforts is provided before waivers are approved
- EBO Coordinator works with awarded contractors to encourage EBO participation
- Reviews opportunities based on scope of work
- Suggests ways of meeting the EBO goal
- Provides a list of certified EBO vendors
- Verifies EBO certifications

# HOWARD COUNTY EBO CERTIFICATION

The County's Equal Business Opportunity Program requires that, in order to take advantage of the program, businesses be certified as authentic and bona fide minority business enterprises (MBEs), woman business enterprises(WBEs) and disabled business enterprises(DBEs).

***Certification is an important facet in order to foster participation by EBO firms in the procurement process.***

# HOWARD COUNTY EBO CERTIFICATION

- *Formal process is required*
- *Online application*
- *No application fee*
- *Certification is valid for two years*

***Non-Howard County based MBE/WBE/DBE firms need to be certified by another regulatory body before applying for EBO Certification.***

# CERTIFICATION ELIGIBILITY

*Most basic eligibility factor: To be certifiable, a business should be at least **51% owned, controlled and managed**, on site on a day to day basis, by one or more individuals defined in the following groups:*

**Minority Business Enterprise:** A business concern which is at least 51 percent owned by one or more minorities who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest which is owned by one or more minorities, and whose management and daily business operations are controlled by one or more of such individuals.

**Minority:** An individual who is a member of one of the following groups: African Americans, Native Americans, Asian Americans, and Hispanic Americans

# CERTIFICATION ELIGIBILITY

**Woman-Owned Business Enterprise:** A business concern which is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest which is owned by one or more women, and whose management and daily business operations are controlled by one or more of such individuals.

**Disabled Business Enterprise:** A business concern which is at least 51 percent owned by one or more individual who has a physical or mental impairment that substantially limits one or more major life activities or has a record of such impairment, who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest which is owned by one or more disabled persons, and whose management and daily business operations are controlled by one or more of such individuals.

# CERTIFICATIONS RECOGNIZED FOR EBO PARTICIPATION

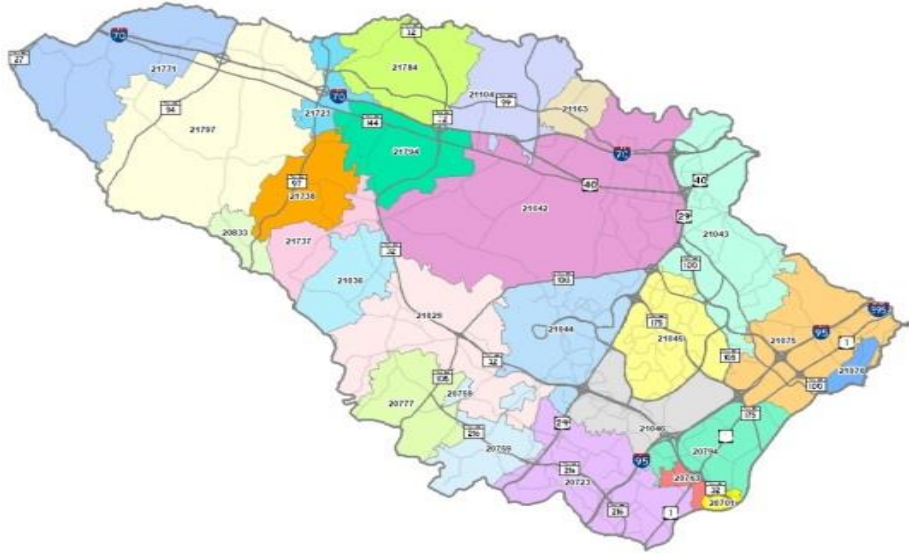
The County recognizes businesses certified by the following:

1. Howard County Government
2. State of Maryland Department of Transportation (MDOT)
3. City of Baltimore
4. Federal agencies when that agency is the grantor for a County project
5. Other states and municipalities.



# WHAT CERTIFICATION WILL DO

- Equal opportunity
- Contract notifications
- Marketing - Listing in EBO Vendor Directory
- Marketing - Promotion of Subcontractors to Prime Contractors
- Seminars, Open Houses, Training Workshops
- Networking, Referrals
- Increases Opportunities



# HOWARD COUNTY

## LOCAL BUSINESS INITIATIVE

# WHAT IS A “LOCAL BUSINESS?”

A local business is defined as an applicant that maintains its principal place of business in Howard County.

If your business meets this eligibility criterion, you should certify with Howard County as a local business.

# BENEFITS OF THE PROGRAM

- Howard County Departments and agencies are encouraged to select from local businesses when purchasing goods or services that are under \$10,000.
- The Howard County Office of Procurement and Contract Administration will notify certified local businesses of solicitations for goods or services valued at \$10,000 or more, as the Office deems appropriate.

# BENEFITS OF THE PROGRAM

- Recipients of Howard County grants are encouraged to spend those grants funds with certified local businesses when purchasing goods or services.
- Solicitations conducted under the formal competitive sealed proposals procurement method may contain an evaluation factor for a local business, when appropriate, based on the goods or services being procured, as the Office of Procurement and Contract Administration determines.

# LOCAL BUSINESS INITIATIVE CERTIFICATION

*In order to take advantage of the program, businesses need to be certified as a Local Business.*

- *Formal process is required*
- *Online application*
- *No application fee*
- *Certification does not expire*

# VETERAN-OWNED BUSINESS ENTERPRISE PROGRAM

# VETERAN-OWNED BUSINESS ENTERPRISE PROGRAM

- Designed to foster participation by Veteran-Owned Business Enterprises in the County's procurement process.
- The program includes an overall aspirational goal of 1% of the County's total dollar value of procurement contracts to be made directly or indirectly with Veteran-Owned Business Enterprises.
- Veteran-Owned Business Enterprise (VOBE) is defined as a business enterprise that is verified by the Center for Verification and Evaluation of the United States Department of Veterans Affairs as a Veteran-Owned Small Business Enterprise.



# THANK YOU

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